



MONROE COUNTY BUILDING/PLANNING

REQUEST FOR RECORDS RESEARCH

The request for records research must contain **ALL THE NAMES OF THE PROPERTY OWNERS** you found through the OR's at the Clerk's office. Please list them below. **YOU WILL BE NOTIFIED WHEN YOUR FILE HAS BEEN RETRIEVED.** Arrangements in regards to payment and pick up will be made at time of notification.

Send this completed REQUEST FOR RECORDS RESEARCH to:

Marathon Building Department
2798 Overseas Hwy Ste 300
Marathon, FL 33050
Phone: (305) 289-2501

Plantation Key Building Department
88800 Overseas Hwy
Tavernier, FL 33070
Phone: (305)852-7100

Please complete the following:

Date: _____

Your Name: _____

Your Mailing Address: _____

Your Daytime Phone: _____

What type of information are you looking for (i.e. enclosure, certificate of occupancy, dock plans, etc.)?

Legal Description from Property Record Card: Lot _____ Block _____

Subdivision _____ Real Estate # _____

Year Built (if known) _____

Please attach Property Record Card.

List previous property owner's names, include contractors and permit #'s (if known).

HOW TO RESEARCH A PERMIT AND OBTAIN COPIES OF ORIGINAL BUILDING PLANS

Anyone can research a building permit, a consultant does not have to be paid to obtain copies of original permits and plans. This is a public service provided to you by Monroe County and only takes about an hour of your time.

Permits issued prior to 1987 (when the county became computerized) are filed alphabetically by the name of the property owner at the time the permit was issued. Therefore, unless you know all of the previous owners names a complete search will not be possible. Since many properties may have changed hands several times, all names are necessary in case a second or third owner pulled a permit. Do not rely on the current owner to tell you whom the permits were actually issued to, instead follow the procedures below.

1. Obtain a PROPERTY RECORD CARD from the local PROPERTY APPRAISER'S office.
2. On the PROPERTY RECORD CARD following the LEGAL DESCRIPTION will be a series of OR numbers. An OR number is the OFFICIAL RECORD number assigned by the clerks office when a document such as a warranty deed is officially recorded. Warranty deeds will provide the names of the property's sellers and buyers. This is the information needed to conduct the research.
3. After you have obtained a PROPERTY RECORD CARD and identified the OR NUMBERS you must go to the local Clerk of the Court's office. At the Clerks office there will be microfische tape racks containing the OR NUMBERS. Run the tapes of each OR NUMBER found on the PROPERTY RECORD CARD through the microfische machine. The documents you see will show you the warranty deeds with each seller's name and each buyer's name. Write down all of the names from all of the deeds.
4. Send the attached REQUEST FOR RECORDS RESEARCH to the Building Dept. office closest to the property location. The request for records research must contain ALL THE NAMES OF THE PROPERTY OWNERS you found through the OR's at the Clerk's office. Since our files are too numerous to be stored at each office they are stored at various offsite locations. After we receive several requests for records, an employee is sent to these offsite storage areas to retrieve the records. Please allow us sufficient time to do this! YOU WILL BE NOTIFIED WHEN YOUR FILE HAS BEEN RETRIEVED.
5. When you are notified that the file has been retrieved we will make arrangements with you to pick up the information you need. Copies of original blueprints are \$5.00 per sheet and copies of other file documents are 15¢ per page. Correct change or checks made payable to the Monroe County Building Department will be accepted.

PROPERTY APPRAISER'S LOCATIONS:

Monroe County Courthouse
500 Whitehead Street
Key West, FL 33040
(305) 292-3420

Marathon Government Center
2798 Overseas Hwy. Ste. 310
Marathon, FL 33050
(305) 289-2554

Plantation Key Building Department
88800 Overseas Hwy.
Tavernier, FL 33070
(305) 852-7034

CLERK OF THE COURT LOCATIONS:

Monroe County Courthouse
500 Whitehead Street
Key West, FL 33040
(305) 295-3314

Marathon Sheriff's Office
3101 Overseas Hwy.
Marathon, FL 33050
(305) 289-6027

Plantation Government Center
88820 Overseas Hwy.
Tavernier, FL 33070
(305) 852-7145